

BUDGET ANALYST

DISTINGUISHING FEATURES

The fundamental reason the Budget Analyst exists is to perform a wide variety of entry-level professional administrative and analytical work involving the preparation, study and application of City budgets; and to perform duties involved in the research, analysis and development of efficient systems in the Financial Services Department Budget Division. This classification is not supervisory. This is the entry-level class in the Budget Analyst series. The Budget Analyst is distinguished from the Sr. Budget Analyst by the performance of the more routine administrative and analytical duties assigned to positions within the series. Work is performed under general supervision of the Budget Director.

ESSENTIAL FUNCTIONS

Prepares monthly and annual financial reports. Provides information to the Budget Director and city management to facilitate analysis of budget variances and financial trends.

Participates in the planning, implementation and evaluation of the budget process and develops strategies and alternatives that focus on continuous improvement, innovation and change.

Coordinates budget information from all parts of the organization and presents information in a fashion consistent with the intended user.

Gains an understanding of municipal government operations by routinely visiting assigned departments.

Reviews departmental budget submissions for accuracy, completeness and compliance with pre-determined targets and goals.

Is familiar with all elements of the budget development and monitoring processes in order to be a source of information for employees at all levels.

Researches and answers financial and budget questions. Provides information to citizens and staff from other cities upon request.

Special projects as assigned by the Budget Director or the Chief Financial Officer.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Public administration principles and practices.

Computerized financial systems.

Economics, finance, governmental budgeting, and cost accounting.

Ability to:

Effectively analyze, quantify and research financial and non-financial topics.

Understand and diplomatically manage politically sensitive situations.

Effectively communicate instructions and information verbally and in writing.

Establish and maintain effective working relationships with co-workers, supervisors, and the general public.

Maintain regular consistent attendance and punctuality.

Communicate both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation, and grammar.
Provide superior customer service for both internal and external customers.
Operate a variety of standard office equipment, a personal computer and a variety of computer software that require continuous and repetitive arm or hand and eye movement for extended periods of time.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Economics, Finance, Accounting, Public Administration or other business related field and two years progressively responsible professional experience in finance, management analysis, budgeting or accounting.

FLSA Status: Exempt

HR Ordinance Status: Unclassified